

Seattle MeterWatch

User Manual

For Seattle City Light Customers



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Introduction

Seattle MeterWatch is a password-secured online energy information service provided by the Seattle City Light (SCL) Account Executive Office. The service allows authorized customers access to their electric usage profiles and estimated cost data.

Using Seattle MeterWatch

Seattle MeterWatch is a multi-user client server program certified to run under Windows XP operating system and Internet Explorer 6.0. It may also run under other operating systems and Internet browsers.

Getting Started

Authorized Seattle City Light customers can access the service using an Internet browser (either Internet Explorer or Netscape Navigator). To access the service:

1. Launch your Internet Browser (IE or Netscape).
2. Enter the Internet Address: <http://smw.seattle.gov/>.
The Welcome to Seattle MeterWatch 2.2 screen displays.

City of Seattle Web | Seattle Services | City Home Pages

Account Info | Neighborhoods | Conservation | Environment | News | Contact Us | About Us

Seattle City Light | Search SCL | Site Directory

Welcome to Seattle MeterWatch 2.2

Enter Your Seattle MeterWatch UserID

Enter Your Password

[Forgot Password?](#)

Change Your Password

New Password

Confirm New Password

Login Cancel

The data/information provided here are only for authorized users and are subject to the acceptance of the [Terms of Use](#) for Seattle MeterWatch Service.

Click this link for the [Quick Start Guide](#)

For assistance with Seattle MeterWatch, E-mail the Seattle MeterWatch Project Manager at smw@seattle.gov

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Page was displayed on Tue Jul 15 12:34:21 PDT 2003

1. Type your User ID.
2. Type your Password. (If you forgot your password, click [Forgot Password?](#) For more information see **Forgot Your Password?** topic below.)
3. Click **Login**.
The Seattle MeterWatch for [Your Company Name] screen displays. When the screen with your company name displays, your login is complete and you are accessing the data for your company's eligible load profile meters.

Note: A meter number and service name assigned and maintained by SCL identify each meter.

- For information on displaying or downloading meter data, see Section on 'Display Meter Data' or 'Download Meter Data'.

Forgot Your Password?

Click [Forgot Password?](#)

A message displays 'Your Password will be emailed in a few minutes'.

- The Seattle MeterWatch Application will send your password to your e-mail address that you provided Seattle City Light when you enrolled in the service.

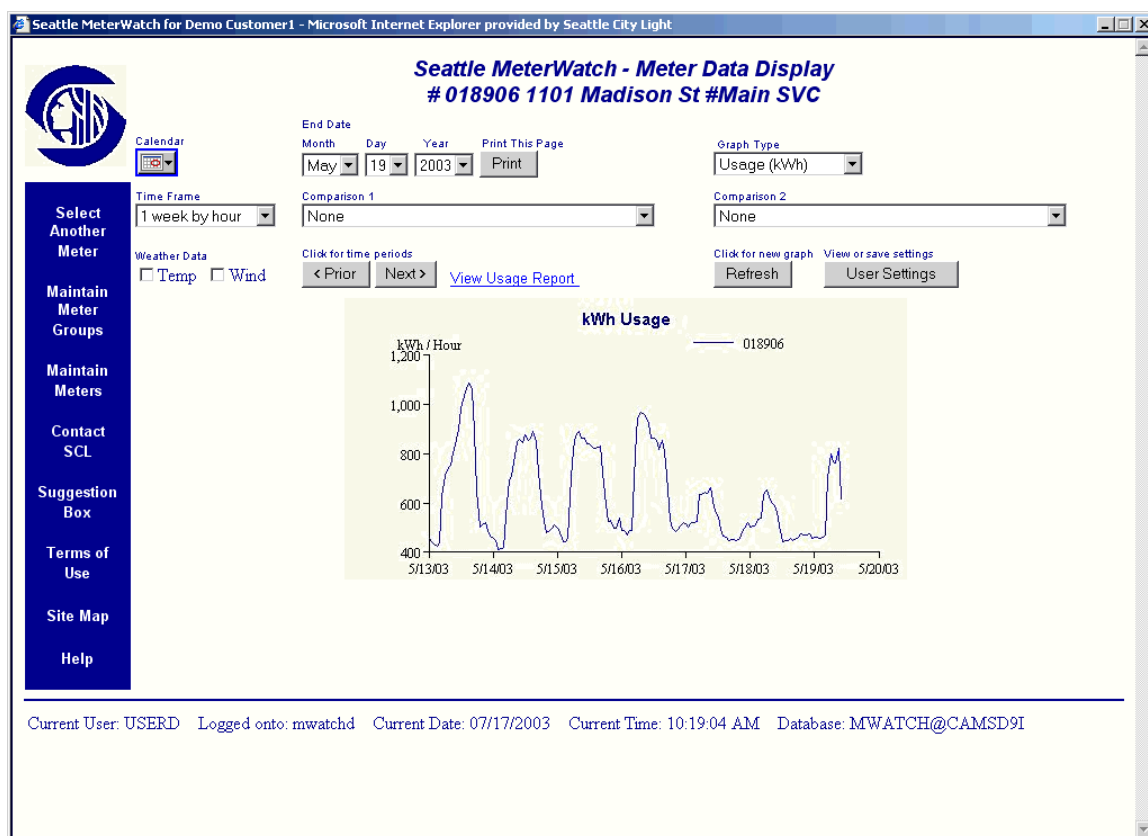
To Change your Password

1. On the Welcome to Seattle MeterWatch screen, type your User ID and Password.
2. In the New Password text box, type your new password.
3. Retype your new password, in the Confirm New Password text box.
4. Click **Login**.

Display Meter Data

The Seattle MeterWatch Meter Data Display screen provides a detailed graph of electrical usage (kWh) or estimated cost (\$) or power factor for a selected meter or meter group. On this screen you can set your preferences to view comparisons and weather data for a specific end date and time period, move to prior or next time frames, save your settings for the preferred graphical display, or view a tabular usage report with estimated billing information.

1. On the Seattle MeterWatch for [Your Company Name] screen, select a meter from the **Select a meter to Display/Download Usage** dropdown list. (Make sure the meter you want is highlighted by clicking it until the rest of the list disappears.)
2. Click the **check circle** to Select a Meter –OR- Select a Meter Group.
3. Click **Display Meter Data**.
The Meter Data Display screen displays the graph for the selected meter or meter group. (There will be a delay while the data is retrieved.)




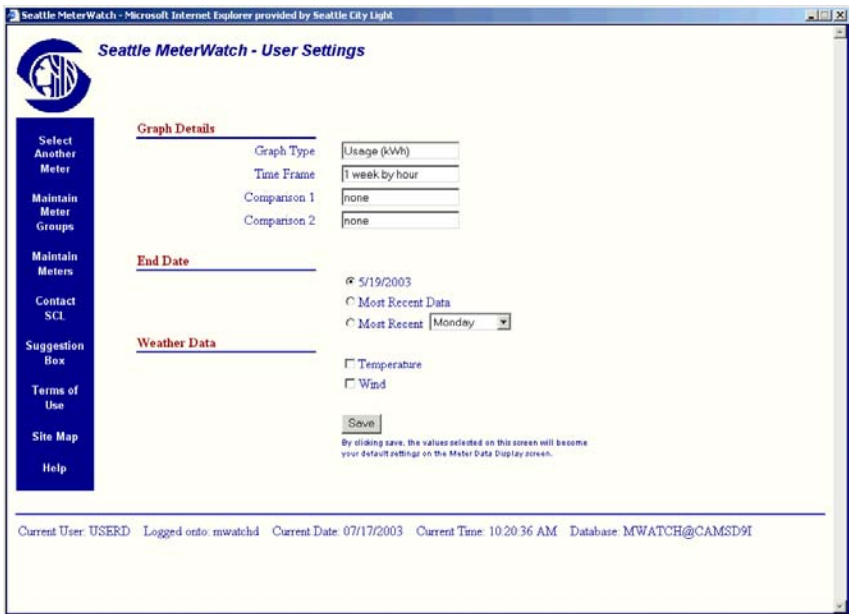
4. To modify the graph, enter your preferences and Click **Refresh**.

- To select a different meter or meter group, Click Select Another Meter on the vertical blue menu bar.

The following table describes the fields and buttons on the Meter Data Display screen that allow you to define your preferences.

Field	Description
End Date	To select the end date for the time frame to be displayed, either click the Calendar to select the date or select the date manually by clicking the month, day, year lists. (Choose only one method.)
Print	To print the current page, click Print . The data is sent to your default printer.
Graph Type	To select a graph type, click on the Graph Type dropdown list and select the graph type by clicking your choice from the list. (<i>see graph types defined below</i>).
Time Frame	To select the time frame click on the Time Frame dropdown list and select an item to define the time period and usage interval.
Comparison 1	Optional - Select the comparison 1 list to select an item for the first comparison to be graphed on the same chart with the base meter or meter group.
Comparison 2	Optional - Select the comparison 2 list to select an item for the second comparison to be graphed on the same chart with the base meter or meter group.

Weather Data	To see a graph of weather data for the same period, select the check box for Temp or Wind or both boxes.																																																																													
Time periods <Prior Next>	Click <Prior to view the previous Time Frame or click Next> to view the next Time Frame. <ul style="list-style-type: none">The end date you have selected will not be adjusted to future dates by using Next Period.																																																																													
View Usage Report	Displays data on the screen in report format (see example report below). To print this report, Click Print. The report is sent to your default printer. To return to the Meter Data Display screen, Click Close. <div><div></div><div><h3>Seattle MeterWatch Usage Report</h3><p>Demo Customer1</p><div><input type="button" value="Close"/><input type="button" value="Print"/></div></div><table><tr><th colspan="4">Meter 018906 For the Time Period 05/13/2003 To 5/19/2003</th><th>Percent</th></tr><tr><th></th><th>Rate ELGC-KWH/KW</th><th>Usage</th><th>Estimated Cost</th><th>of Total</th></tr><tr><td>OFF PK, SUMMER</td><td>\$0.0525 /kWh</td><td>35,163.00 kWh</td><td>\$1,846.06</td><td>36.09</td></tr><tr><td>ON PK, SUMMER</td><td>\$0.0599 /kWh</td><td>62,271.00 kWh</td><td>\$3,730.03</td><td>63.91</td></tr><tr><td>OFF PK, WINTER</td><td>\$0.0525 /kWh</td><td>0.00 kWh</td><td>\$0.00</td><td>0.00</td></tr><tr><td>ON PK, WINTER</td><td>\$0.0599 /kWh</td><td>0.00 kWh</td><td>\$0.00</td><td>0.00</td></tr><tr><td>Total Energy Use</td><td></td><td>97,434.00 kWh</td><td>\$5,576.09</td><td>100.00</td></tr></table><table><tr><th colspan="6">Maximum Demand Events</th></tr><tr><th></th><th>Date</th><th>15 min interval ending</th><th>Max kW*</th><th>Rate</th><th>Cost Comparison**</th></tr><tr><td>1</td><td>05/13/2003</td><td>03:59:59 PM</td><td>1,691.01</td><td>0.0000</td><td>\$0.00</td></tr><tr><td>2</td><td>05/13/2003</td><td>02:44:59 PM</td><td>1,658.61</td><td>0.0000</td><td>\$0.00</td></tr><tr><td>3</td><td>05/13/2003</td><td>03:14:59 PM</td><td>1,640.52</td><td>0.0000</td><td>\$0.00</td></tr><tr><td>4</td><td>05/13/2003</td><td>03:29:59 PM</td><td>1,632.69</td><td>0.0000</td><td>\$0.00</td></tr><tr><td>5</td><td>05/13/2003</td><td>04:14:59 PM</td><td>1,622.70</td><td>0.0000</td><td>\$0.00</td></tr></table><p>* Max KW is demand averaged over 15 minute intervals for billing purposes</p><p>** Estimated demand charge, if the demand were the maximum for the billing period</p><p>The data/information provided here are only for authorized users and are subject to the acceptance of the Terms of Use for Seattle City Light MeterWatch Service</p></div>	Meter 018906 For the Time Period 05/13/2003 To 5/19/2003				Percent		Rate ELGC-KWH/KW	Usage	Estimated Cost	of Total	OFF PK, SUMMER	\$0.0525 /kWh	35,163.00 kWh	\$1,846.06	36.09	ON PK, SUMMER	\$0.0599 /kWh	62,271.00 kWh	\$3,730.03	63.91	OFF PK, WINTER	\$0.0525 /kWh	0.00 kWh	\$0.00	0.00	ON PK, WINTER	\$0.0599 /kWh	0.00 kWh	\$0.00	0.00	Total Energy Use		97,434.00 kWh	\$5,576.09	100.00	Maximum Demand Events							Date	15 min interval ending	Max kW*	Rate	Cost Comparison**	1	05/13/2003	03:59:59 PM	1,691.01	0.0000	\$0.00	2	05/13/2003	02:44:59 PM	1,658.61	0.0000	\$0.00	3	05/13/2003	03:14:59 PM	1,640.52	0.0000	\$0.00	4	05/13/2003	03:29:59 PM	1,632.69	0.0000	\$0.00	5	05/13/2003	04:14:59 PM	1,622.70	0.0000	\$0.00
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Refresh	Click Refresh to update the graph once you have modified your preferences.
User Settings	<p>Click User Settings to save your preferences. These default settings will define the usage display graph that you will see at the beginning of your next session.</p> 

Note: Weather data is always shown for base meter and time period, not for Comparison 1 and 2 time period, if different (e.g. same day last year/week).

Graph Types

Usage

The Usage graph shows electrical usage in kilowatt-hours for the usage interval being displayed (15 minutes, 1 hour, 1 day, etc.).

Power Factor (%):

The Power Factor graph shows the ratio of the actual power being used to the power that is apparently being drawn from a power source. See Glossary.

Estimated Cost (\$)

The Estimated Cost graph shows the energy cost in dollar amounts for the usage interval being displayed.

Note: _Estimated Cost graph type is not a valid selection for intervals greater than an hour.

Comparison Options:

The following Comparison options are available only for kWh Usage graph types.

Option	Result
Meter	The meter selected for comparison will be displayed with the primary meter selected
MeterGroup	The MeterGroup selected for comparison will be displayed with the primary meter selected.
30 Days rolling average (daily) <i>(Note: this option should be called "Prior 30 Days average daily kWh")</i>	Average daily usage (kWh) for the primary meter for the 30 days prior to the end date selected for the primary meter. For example, April 1 st will display the average usage for March 2-31, April 2 nd March 3-April 1, etc. Useful for identifying trends.
90 Days rolling average (daily) <i>(Note: this option should be called "Prior 90 Days average daily kWh")</i>	Same as above, except 90 days prior to the end date selected for the primary meter.
Same day of week, 4 week average (daily)	The average daily kWh usage for the same day of the week for the prior 4 weeks will be displayed for the end date selected for the primary meter. For example, if Monday is selected for the primary meter, the average daily kWh usage for the prior 4 Mondays will be displayed, if Tuesday is selected the average of the prior 4 Tuesdays, etc.
Same day of week, 16 week average (daily)	Same as above, except presents the average usage for the same day in the prior 16 weeks.

Download Meter Data

Download Meter Data enables you to download your meter data. The data is available as a comma-delimited (*.csv) file. The downloaded file can then be saved, merged, or linked with other files.

1. On the Seattle MeterWatch for [Your Company Name] screen, click **Download Meter Data**.

The Download Meter Data screen displays.

- The screen shows the preferences used to create the current graph.

The screenshot shows a web browser window titled "Seattle MeterWatch Download Meter Data Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light". The page has a blue header with the Seattle City Light logo and the title "Seattle MeterWatch - Download Meter Data". On the left is a blue sidebar with white text links: "Select Another Meter", "Maintain Meter Groups", "Maintain Meters", "Contact SCL", "Suggestion Box", "Terms of Use", "Site Map", and "Help". The main content area is white and contains the following fields:

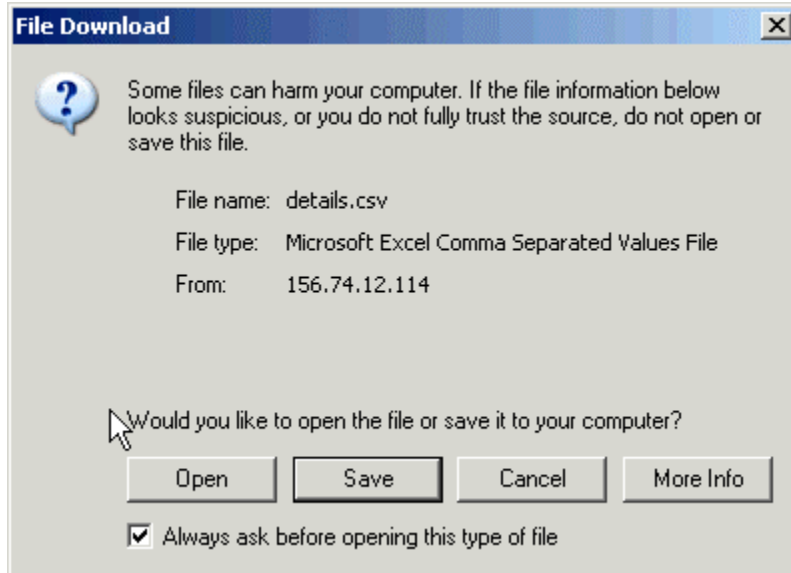
- 018906 1101 Madison St #Main SVC**
- End Date**: Month (May), Day (19), Year (2003), and a Calendar icon.
- Interval**: 15 minute
- Time Frame**: 1 Day
- Download** button

At the bottom of the page, a status bar displays: "Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 10:21:51 AM Database: MWATCH@CAMSD9I".

2. Click Download.

The File Download dialog box displays.

- This dialog box opens if you launch through Internet Explorer browser only.



3. Click **Open** to open the file from its current location or **Save** to save the file to a disk.

4. Click **OK**.

- To select another meter or meter group click Select Another Meter on the vertical blue menu bar.

Maintaining Meter Groups

Using the Maintain Meter Groups screen, you can add a meter to a specified group, and edit or delete meter groups.

- A meter group is defined as a specified group of meters. The usage for the meter group will be the summation of the usage of each meter in the meter group.
- 1. On the vertical blue menu bar, click Maintain Meter Groups.
The Maintain Meter Groups screen displays.

The screenshot shows a web browser window titled "Seattle MeterWatch for Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light". The main content area is titled "Seattle MeterWatch - Maintain Meter Groups". On the left is a vertical blue menu bar with the following links: "Select Another Meter", "Maintain Meter Groups" (which is highlighted), "Maintain Meters", "Contact SCL", "Suggestion Box", "Terms of Use", "Site Map", and "Help". The main content area has a header with a logo and the title. Below the header, there are two sections: "Add a Meter Group" and "Edit or Delete Meter Group". The "Add a Meter Group" section has a link "Add a Meter Group" and a dropdown menu labeled "Both Meters". The "Edit or Delete Meter Group" section has two buttons: "EDIT" and "DELETE". At the bottom of the page, there is a status bar with the following text: "Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 12:44:26 PM Database: MWATCH@CAMSD9I".

2. Click **Add a Meter Group**.

The Add or Edit Meter Group screen displays. On this screen you can create a new meter group, name it, and save it under that name. It will then appear on your list of Meter Groups.

Seattle MeterWatch for Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light

Seattle MeterWatch - Add or Edit Meter Group

Meter Group

☐ 010224 - 200 SW MICHIGAN ST - Test Meter #1
☐ 010402 - 4400 WEST POINT AVE W - Test Meter #2
☐ 018906 - 1101 MADISON ST UNIT MAIN - Test Meter #3
☐ 620333 - 7500 E MARGINAL WAY S - Test Meter #4
☐ 729132 - 10008 E MARGINAL WAY S - Test Meter #5

Baseline: Month: Day: Year:

The Baseline date of a Meter Group provides the kWh usage only for that one day as a Comparison option on the Meter Data Display screen.

Before defining a Meter Group, the individual meters must have a user-defined name.
Go to Maintain Meters screen, select meter, and fill in "Customer Description" to name your meter.
(To add a new meter group, use "Save As" and type the Meter Group name in the text box. Use no more than 8 characters.)

Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 12:43:22 PM Database: MWATCH@CAMSD9I

3. Type the name of the Meter Group in the Meter Group text box, and then click **Save**.

4. To enter the Baseline, click the Month, Day, and Year list to select the date or click the Calendar to select the date manually.

- Baseline Day is a comparison option on the Meter Data Display screen. It can be used to select a typical day of usage data as a normative comparison. If the time frame selected is a week, the baseline day's profile is repeated for each day of the week.

5. To save the record under a new Meter Group name, click **Save As**.
The Explorer User Prompt dialog box displays.

- This dialog box opens if you launch through Internet Explorer. Netscape dialog box is similar.



Explorer User Prompt

Script Prompt:

Enter New Group Name

OK

Cancel

6. Type the new Meter Group Name, and then click **OK**.

Modifying a Meter Group

1. On the vertical blue menu bar, click Maintain Meter Groups.
The Maintain Meter Groups screen displays.
2. Click the dropdown list and select the Meter Group you want to modify from the list and then click **Edit**.
The data is displayed on the Add or Edit Meter Group screen.



Seattle MeterWatch for Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light

Seattle MeterWatch - Add or Edit Meter Group

Meter Group Both Meters

Created By: DEMOUSER ON 06/25/2001 09:39 AM

☐ 010224 - 200 SW MICHIGAN ST - Test Meter #1

☐ 010402 - 4400 WEST POINT AVE W - Test Meter #2

☐ 018906 - 1101 MADISON ST UNIT MAIN - Test Meter #3

☐ 620333 - 7500 E MARGINAL WAY S - Test Meter #4

☐ 729132 - 10008 E MARGINAL WAY S - Test Meter #5

Baseline: Month: Jun Day: 25 Year: 2001 Calendar: [Calendar icon]

The Baseline date of a Meter Group provides the kWh usage only for that one day as a Comparison option on the Meter Data Display screen.

Save **Save As...** **Reset**

Before defining a Meter Group, the individual meters must have a user-defined name.
Go to Maintain Meters screen, select meter, and fill in "Customer Description" to name your meter.
(To add a new meter group, use "Save As" and type the Meter Group name in the text box. Use no more than 8 characters.)

Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 12:41:58 PM Database: MWATCH@CAMSD9I

3. Make your modifications and then click **Save**.

Deleting a Meter Group

1. On the vertical blue menu bar, click Maintain Meter Groups.
The Maintain Meter Groups screen displays.
2. Click on the dropdown list and select the Meter Group you want to delete from the list by pointing and clicking once on it and then click **Delete**.
A message displays to confirm.
3. If you are sure you want to delete this Meter Group, click **Yes**.

➤ Note: You cannot undo a Delete.

Maintaining Meters

Using the Maintain Meters screen you select a meter to modify the meter's description or baseline date.

1. On the vertical blue menu bar, click Maintain Meters.
The Maintain Meters screen displays.

Seattle MeterWatch for Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light

Seattle MeterWatch - Maintain Meters

Select a meter to modify its description or baseline

Meter #	CCSS Serv Addr	Description	Baseline
010224	200 SW MICHIGAN		
010402	4400 WEST POINT		

SCL Meter Number: 010224

SCL Service Address: 200 SW MICHIGAN

Customer's Description:

Baseline: Month: Jul, Day: 17, Year: 2003, Calendar:

The Baseline date of a meter provides the kWh usage only for that one day as a Comparison option on the Meter Data Display screen.

Save

Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 10:26:08 AM Database: MWATCH@CAMSD9I

2. Click the meter you want to modify. The current information is presented. The SCL Meter Number and SCL Service Address cannot be modified.

3. Enter or modify text describing the meter in the Customer's Description box.
 - The Customer's Description is a field where the customer may provide a unique name to identify the meter.
4. Enter the Baseline Day by clicking the Month, Day, Year list or you can click the Calendar to select the date manually.
 - Baseline is a comparison option on the Meter Data Display screen. It can be used to select a typical day of usage data as a normative comparison. If the time frame selected is a week, the baseline day's profile is repeated for each day of the week.
5. Click **Save**.

Seattle MeterWatch Assistance

The SCL Contact screen enables you to contact an SCL Representative by email or phone for assistance.


1. On the vertical blue menu bar, click Contact SCL
The SCL Contact screen displays the email link and the phone number for your SCL Contact.
2. Click the email link.
Email window opens addressed to the SCL Contact.
 - If you do not have a default mail client, you can manually copy the email address to your email message.
3. Type your message, and then click **Send**.

Suggestions

Use the suggestion box to enter comments or suggestions you have for Seattle MeterWatch to better serve your needs.

1. On the vertical blue menu bar, click Suggestion Box.
The Suggestion Box displays.

Seattle MeterWatch for Demo Customer1 - Microsoft Internet Explorer provided by Seattle City Light

**Seattle MeterWatch - Suggestion Box**

Please enter your suggestions for the Seattle MeterWatch Administrator:

[Select Another Meter](#)
[Maintain Meter Groups](#)
[Maintain Meters](#)
[Contact SCL](#)
[Suggestion Box](#)
[Terms of Use](#)
[Site Map](#)
[Help](#)

Your suggestions will be reviewed and used in the improvement process for the Seattle MeterWatch application. Should you require immediate assistance, please click on the 'Contact SCL' link. Thank You.

Current User: USERD Logged onto: mwatchd Current Date: 07/17/2003 Current Time: 10:27:20 AM Database: MWATCH@CAMSD9I

2. Type your suggestions or comments in the box, and then click **Submit** .

- Your suggestions will be reviewed and considered in the improvement of Seattle MeterWatch.

Terms of Use

This is a legal agreement between you, the User, and Seattle City Light (SCL). By using this program, you are agreeing to be bound by the terms of this Agreement. To review the terms, Click Terms of Use on the vertical blue menu bar.

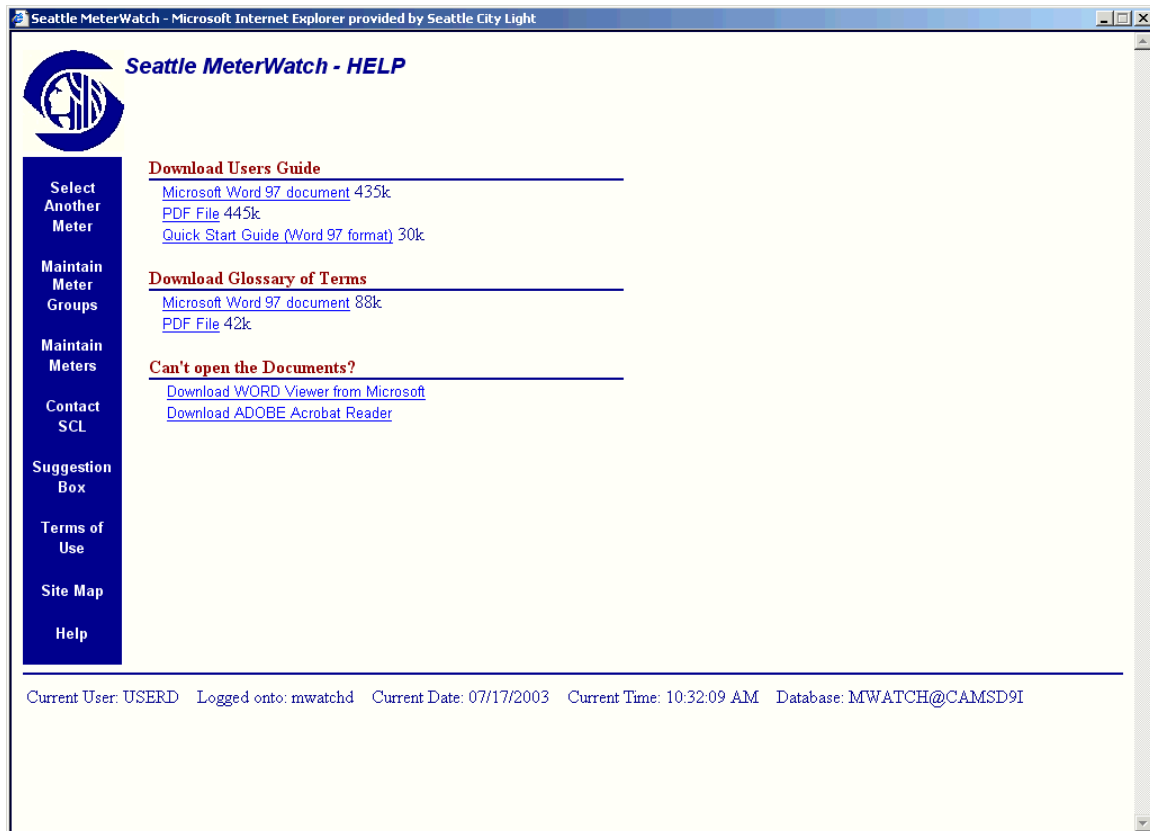
Site Map

The Site Map shows the organization of Seattle MeterWatch. You can click on any underlined item to move to that screen.



Help

To use Seattle MeterWatch Help, click Help on the vertical blue menu bar. The HELP screen displays a list of documents and available formats. Click on the blue link to select a document and it will be downloaded to your personal computer for your use.



Glossary

This brief Glossary includes Terms appearing in Seattle MeterWatch, defined as used in this application.

For a more complete Glossary of Electricity Industry Standard Terms, refer to the Glossary document available on the Help screen. On the vertical blue menu bar, Click on Help. The Seattle MeterWatch Help screen displays. Click on the blue text link for [Glossary](#), and the complete Glossary document will download to your personal computer.

Glossary of Terms Appearing in Seattle MeterWatch

Administrator -

SCL staff person responsible for the implementation of the program.

Authorized User -

Person allowed to enter the application to view meter data.

Baseline -

A user-defined date that can be used for comparisons.

Download -

Process of transferring a file from one location to another.

Interval -

The summarization level of the data. For example, 1 Hour (or hourly intervals) would summarize all electrical usage into 24 records for each day.

Meter -

A device which measures electrical usage. Each meter in the database is defined by a Meter # and Service Name, which are assigned and maintained by Seattle City Light.

Meter Group -

A user-defined group of meters. Creating a Meter Group allows the user to view the combined usage of all meters in the group.

Off-peak Usage -

For meters with Time-Of-Use (TOU) rates, electrical usage during non-peak times.

On-peak Usage -

For meters with Time-Of-Use (TOU) rates, electrical usage during peak times.

PDF File -

A file in Portable Document Format, which can be viewed or printed using Adobe Acrobat Reader.™

Power Factor -

The ratio of actual power being used in a circuit, expressed in watts or kilowatts, to the power that is apparently being drawn from a power source, expressed in volt-amperes or kilovolt-amperes; or kWh / square root of ((kWh squared) + (kVarh squared)).

Preferences -

Settings that define what will be displayed on the Meter Data Display screen. Favorite settings can be saved to define the graph that will display at the beginning of a session.

Refresh -

Get a new copy of the current web page. Used to redisplay the page after changing the settings or preferences.

SCL Contact -

The Seattle City Light (SCL) employee to contact with MeterWatch questions.

Site Map -

A display of all pages available within the application. The user can bring up a specific page by clicking on it in the Site Map listing.

Terms of Use -

Legal Agreement between User and Seattle City Light.

Time Frame -

The number of days and the interval to be displayed on the usage graph

Usage Report -

A printable report showing kWh usage and estimated costs, based on applicable rate schedule.

Acronyms

(***.CSV**) - Comma-delimited format.

KVARh - Kilo Volt Amps Reactive hours

KW- A unit of electric power equal to 1000 Watts

KWh -A unit of electric power equal to the work done by one kilowatt acting for one hour

MPH - Miles per hour, used for Wind Speed.

TOU - Time-of-use.

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